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School District, SAU #37 Resources Department

195 McGregor Street, Suite 201 Manchester, NH 03102
Tel: 603/624-6300 ~ Fax: 603/628-6229
www.mansd.org

POSITION OPENINGS

Extended Learning Opportunities Coordinators (4)

POSTED DATE: November 23, 2011 . December 8, 2011

LOCATION: High Schools

QUALIFICATIONS:

- BA/BS in education, business or a related field;
- Experience managing extended learning opportunities, school-to-work programs, cooperative education, alternative education and/or student internship programs required;
- Experience working with students at the high school level;
- Excellent communication skills and ability to work effectively with internal and external departments and organizations;
- Experience designing, implementing and managing innovative programs;
- Excellent organizational and management skills;
- A desire to provide extended learning time in a defined structure for students that results in improved academic performance and high school graduation;
- Strong computer skills;
- Ability to work as part of a team as well as independently.

MAJOR RESPONSIBILITIES:

Coordinate all aspects of the Extended Learning Opportunities program for assigned high school.

SALARY RANGE: \$25.00 per hour

WORK YEAR: 200 days, 4 (four) hours per day

EFFECTIVE DATE: Immediately

APPLICATION PROCEDURE:

Send application (print from our website, www.mansd.org), letter of interest, resume, three recent letters of recommendation and transcripts to:

**Job Code ELOCoord 11
Human Resources Office
Manchester School District
195 McGregor Street, Suite 201
Manchester, NH 03102**

C: All Schools